



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

New Hire Forms

Additional forms not included in Onboarding

Required Forms

1. [Form I-9](#) –
 - Email supporting documents and page 1 of I-9 form to: MDHHS-HR-Orientation@Michigan.gov on or before your first day of employment
2. Drug and Alcohol Testing Information
 - [Drug and Alcohol Testing Program Acknowledgement](#) - *Required for all employees*
 - [Acknowledgement of Required Training for Supervisors](#) – *Required for Supervisors only*
3. [Assistance Program](#)
4. [Supplemental Employment](#) - *if applicable*
5. [Military Credit](#)
6. [City Tax Withholding](#) – *if applicable*
7. [Policy Awareness and Training Requirements](#)
8. [Office of Recipient Rights Acknowledgement](#) – *Center for Forensic Psychiatry only*